

How to Navigate in PeopleSoft Financials at the University of Akron

Step 1: Login to PeopleSoft Financials

(<https://fs.uakron.edu/psp/fsprod/?cmd=login&languageCd=ENG&>) and use your PeopleSoft login credentials. Your user name will either be 7 or 8 characters long. If you do not have your PeopleSoft login information, please contact CPSPE Finance and we will work with you on re-setting your password.

Login screen:



Financials

User ID:

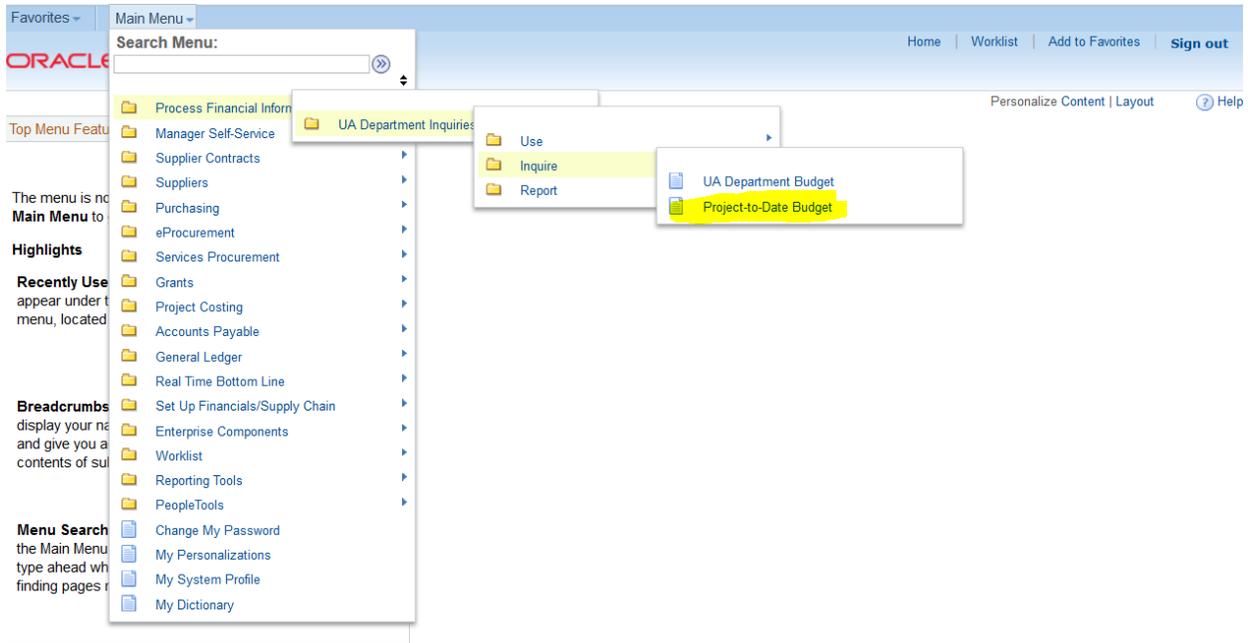
Password:

Sign In

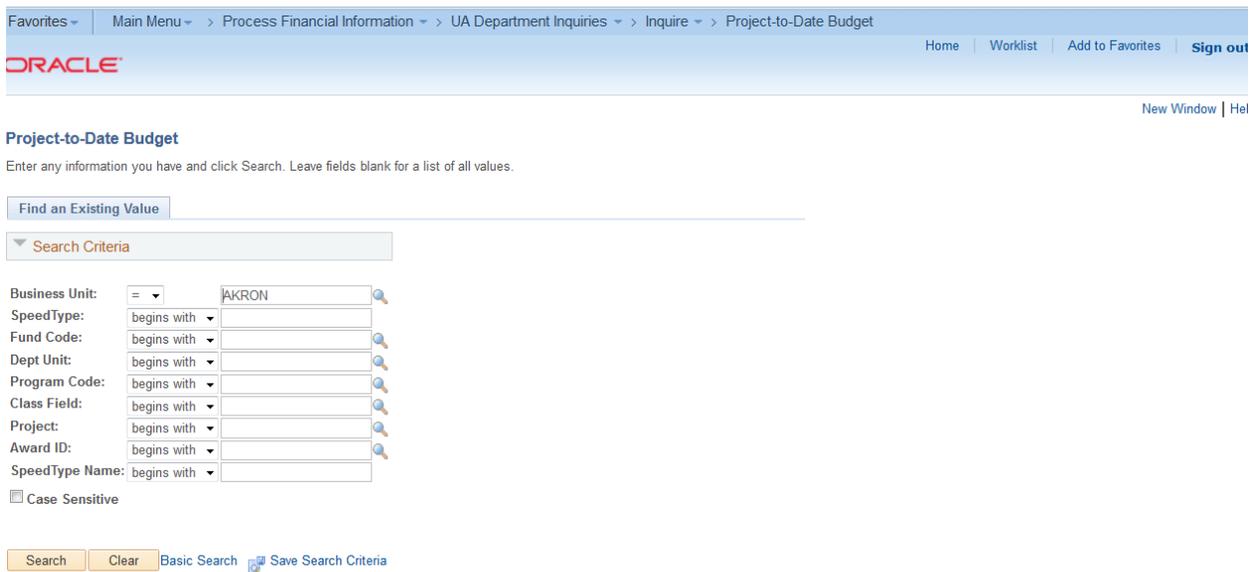
Upon login, you will see this screen:

The screenshot shows the Oracle PeopleSoft Financials interface. At the top, there is a navigation bar with "Favorites" and "Main Menu" dropdowns on the left, and "Home", "Worklist", "Add to Favorites", and "Sign out" links on the right. The Oracle logo is on the left side of the bar. Below the bar, there is a "Personalize Content | Layout" link and a "Help" icon. A pop-up window titled "Top Menu Features Description" is open, displaying a message: "Our menu has changed! The menu is now located across the top of the page. Click on Main Menu to get started." Below this message, there are three sections: "Highlights", "Recently Used pages now appear under the Favorites menu, located at the top left." (with a small screenshot of the Favorites menu), "Breadcrumbs visually display your navigation path and give you access to the contents of subfolders." (with a small screenshot of a breadcrumb trail), and "Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster." (with a small screenshot of the search feature).

Click on the "Main Menu" dropdown at the top and navigate to "Project-to-Date Budget" as highlighted below:



The next screen looks like this:



You can either type in a specific speedtype project number (6 digits) in the “Speedtype” field and hit search or you can just hit search without a speedtype project number identified to pull up the list of all 5-account project speedtypes that are assigned to you. Please be sure to list “AKRON” as the “Business Unit” prior to searching. (AKRON should default in.)

To open to this search box immediately upon entering the system, drag this page’s URL to your Links or Favorites page. Then after signing into the system, you will open right to this page.

This is what the screen will look like when you perform a generic search of all speedtypes assigned to you. A listing will appear and you can simply click anywhere on the individual line to pull up specific detail on that particular speedtype's budget:

Search Criteria

Business Unit: AKRON

SpeedType: begins with

Fund Code: begins with

Dept Unit: begins with

Program Code: begins with

Class Field: begins with

Project: begins with

Award ID: begins with

SpeedType Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

SpeedType	Fund Code	Department	Dept Unit	Program Code	Class Field	Project	Activity	PC	Business Unit	SpeedType Name	Award ID
532002	32001	003704	A3704000 2000	NSF	532002 1	AKRON					R7123
532006	32001	003704	A3704000 2000	NSF	532006 1	AKRON					R7186
532008	32001	003704	A3704000 2000	NSF	532008 1	AKRON					R7482
532011	32001	003704	A3704000 2000	NSF	532011 1	AKRON				inactive	R5109
532014	32001	003706	A3706000 2000	NSF	532014 1	AKRON				inactive	R5125
532015	32001	003706	A3706000 2000	NSF	532015 1	AKRON				inactive	R5223
532019	32001	003704	A3704000 2000	NSF	532019 1	AKRON				inactive	R5365
532021	32001	003706	A3706000 2000	NSF	532021 1	AKRON				inactive	R5366
532024	32001	003704	A3704000 2000	NSF	532024 1	AKRON				inactive	R5358
532028	32001	003704	A3704000 2000	NSF	532028 1	AKRON					R5568
532035	32001	003704	A3704000 2000	NSF	532035 1	AKRON				inactive	R5476
532040	32001	003704	A3704000 8000	NSF	532040 1	AKRON					R5449

The screen below shows what an individual project detail screen looks like. You can click on the “view all” section to expand the line items, click the magnifying glass icon under “Budg Trn” to view any budget transfers and under “Jrnl Trn” to view any expenditure detail (see yellow highlights below). In the example below, the total budgeted amount is \$265,000 for this project. The “Year-to-Date Amount” sums any expenditure for the current fiscal year (July-June). The “Project-to-Date Amount” sums any expenditure for the entire project period from start date. “Pre Encum” and “Encum” show any pending direct requisitions and purchase orders entered through PeopleSoft. *This does not show encumbrances for salary charges and recent (within past ~1.5 months) P-card transaction activity.*

Detail Budget Summary

SpeedType: 532011 Inactive Award: R5109 [REDACTED]
 Fund: 32001 Grants-Federal Funding Source Project: 532011
 Dept Unit: A3704000 Polymer Science Dept-Res PI/Project Mgr: [REDACTED]
 Program: 2000 Separately Budgeted Research Grant Accountant: Shepherd, Marissa E
 Class: NSF National Science Foundation Dept Manager: [REDACTED]

Account	Description	Budg Trn	Budgeted Amount	Jrnl Trn	Year-to-Date Amount	Project-to-Date Amount	Pre Encum	Encum	Remaining Pool Balance
1 5040	Summer Faculty	Q	15,014.94	Q	0.00	15,014.94	0.00	0.00	0.00
2 5200	Full Time Staff	Q	66,023.01	Q	0.00	66,023.01	0.00	0.00	0.00
3 5220	Part Time Staff	Q	4,430.25	Q	0.00	4,430.25	0.00	0.00	0.00
4 5300	Graduate Assistants	Q	23,519.36	Q	0.00	23,519.36	0.00	0.00	0.00
5 5400	Student Assistants	Q	9,075.98	Q	0.00	9,075.98	0.00	0.00	0.00
TOTALS:			265,000.00		0.00	265,000.00	0.00	0.00	0.00

Save Return to Search Previous in List Next in List Refresh

Detail | Budget Summary

Here's what the detail screen looks like (once you click on the magnifying glass after each item description) for "Budg Trn" (budget transfers):

Budget Journals

Account: 5040 Summer Faculty

Journal ID	Journal Line	Journal Date	Post Date	Monetary Amount	Ref	Line Descr
1 0000096626	2	07/01/2001	07/09/2001	9,872.00	SYSINIT	Set Up New Year 2001-2002
2 0000105696	2	06/15/2001	08/23/2001	0.00	SYSINIT	Set Up New Year 2001-2002
3 0000132651	2	07/01/2001	08/27/2001	0.00	SYSINIT	Set Up New Year 2001-2002
4 0000193292	2	04/30/2002	05/01/2002	5,159.00	BJB0501	budget yr3 faculty summer sala
5 0000200178	2	07/01/2002	06/30/2002	0.00	FISCINIT	Set Up New Year 2002-2003
6 0000243629	2	07/01/2001	11/05/2002	-9,872.00	REVPTD	Reverse Set Up 2001-2002
7 0000247764	2	06/01/2001	11/05/2002	9,872.00	SYSINIT	Set Up 2000-2001
8 0000292682	2	07/01/2003	06/27/2003	0.00	FISCINIT	Set Up New Year 2003-2004
9 0000320262	2	11/20/2003	11/20/2003	0.00	JLL112003	budget adj freeze sum faculty
10 0000340928	2	07/01/2004	06/27/2004	0.00	FISCINIT	Set Up New Year 2004-2005
11 0000348164	2	07/01/2004	07/07/2004	0.00	FISCINIT	Freeze Budget
12 0000355194	2	08/20/2004	08/20/2004	-16.06	JLL082004	budget adj to freeze and close

OK Cancel Refresh

Here's what the screen looks like once you click on the magnifying glass next to each item for "Jrnl detail" (transaction detail):

Either of these detail transaction grids can be sorted by clicking on a column heading.

Click "View All" in the grid header row to View up to 100 transactions at a time. Use the arrows to move to successive sections of transactions.

Transaction Detail

Account: 5040 Summer Faculty

Journal ID	Journal Date	Post Date	Req ID	PO No.	Voucher	Account	Journal Line Description	Pre Encumb	Encumbr	Expended	Collected
1 PY00000300	06/14/2002	07/02/2002				5041	Payroll Transaction			2,666.10	
2 PY00000339	07/19/2002	07/26/2002				5041	Payroll Transaction			2,666.10	
3 PY00000376	08/23/2002	08/27/2002				5041	Payroll Transaction			2,666.10	
4 PY00000727	06/13/2003	06/26/2003				5041	Payroll Transaction			2,338.88	
5 PY00000791	07/18/2003	07/22/2003				5041	Payroll Transaction			2,338.88	
6 PY00000868	08/22/2003	08/29/2003				5041	Payroll Transaction			2,338.88	

OK Cancel Refresh

You can also export all the data in any of these screens to Excel by clicking on the link highlighted below:

Detail Budget Summary

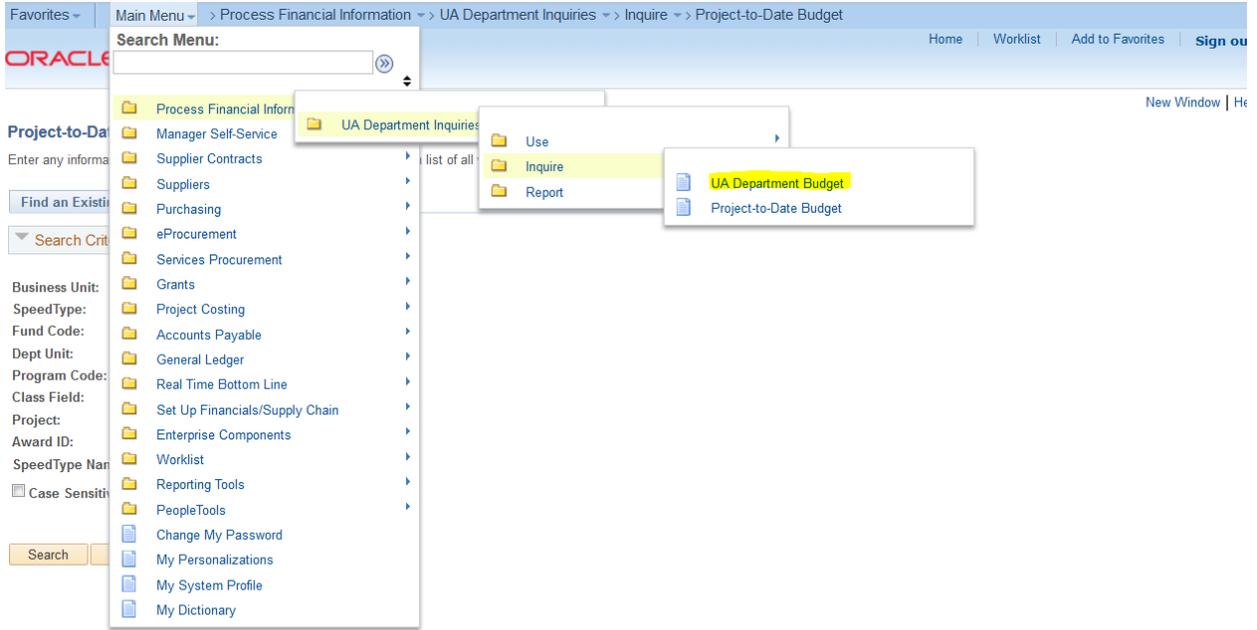
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4 5300	Graduate Assistants	Q	23,519.36	Q	0.00	23,519.36	0.00	0.00	0.00
5 5400	Student Assistants	Q	9,075.98	Q	0.00	9,075.98	0.00	0.00	0.00
TOTALS:			265,000.00		0.00	265,000.00	0.00	0.00	0.00

Save Return to Search Refresh

Detail | Budget Summary

To view any non-5-speedtypes assigned to you (non-sponsored project speedtypes including 2xxxxx IDC, Cost Share and Start Ups speedtypes, 3xxxxx testing speedtypes, 6xxxxx or 9xxxxx restricted speedtypes), please navigate to the following screen titled "UA Department Budget":



The look and feel to this screen is similar to the project budget screen shown previously. However, please note that “remaining balance” is shown in a different location (see highlight below). Also, please note that all carryover from 2xxxxx speedtypes from the previous fiscal year is in a separate line item account (“8900 carryover account”) and is shown separately. The below screen is the -“Detail” tab and shows the *current year* budget versus revenues and expenditures.

Navigation: Favorites > Main Menu > Process Financial Information > UA Department Inquiries > Inquire > UA Department Budget

Home | Worklist | Add to Favorites | Sign out

Budget Summary | Fund Summary | **Detail**

SpeedType: [Redacted] Fund: 10000 Unallocated Fund Bal - Akron Budget Period: [Redacted]
 Dept Unit: A4268001 [Redacted] PI/Project Mgr: [Redacted]
 Program: 4000 Academic Support Manager Name: [Redacted]
 Class: [Redacted] Accountant: [Redacted]

Expenditure accounts										
Acct	Description	Budg Trn	Budgeted Amt	YTD Amount	Remaining Balance	Jrnl Trn	Pre Encumb	Encumb	Expended	Revenue Collected
1 5000	Full Time Faculty	Q	745,334.00	158,795.45	586,538.55	Q	0.00	0.00	158,795.45	0.00
2 5040	Summer Faculty	Q	0.00	11,126.22	-11,126.22	Q	0.00	0.00	11,126.22	0.00
3 5100	Administration	Q	656,633.00	133,193.91	523,439.09	Q	0.00	0.00	133,193.91	0.00
4 5200	Full Time Staff	Q	450,657.52	104,070.71	346,586.81	Q	0.00	0.00	104,070.71	0.00
5 5220	Part Time Staff	Q	17,770.46	3,168.10	14,602.36	Q	0.00	0.00	3,168.10	0.00
			2,268,038.76	650,838.28	1,617,200.48			23,263.13	627,575.15	

Carryover account				
Acct	Description	Budg Trn	Budgeted Amt	Remaining Balance
1 8900	Dept1 Carryover	Q	-20,050.96	0.00

Save | Return to Search | Previous in List | Next in List

Budget Summary | Fund Summary | Detail

